Standard Insurance Company – Absence Management Access Supervisor's Account Registration Procedures

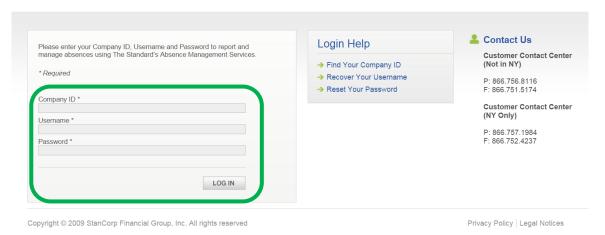
Go to https://absence.standard.com/selfservice/Home.cfm?CFID=2764794&CFTOKEN=11595168

You will be asked to provide the following information:

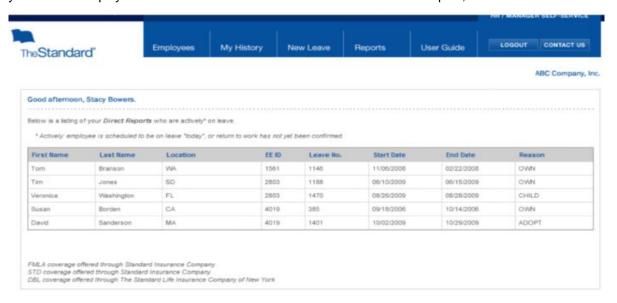
- a. Company ID: County of San Bernardino
- Username: This is your last name + last four of your SSN
- c. Password: If this is your first time reporting an absence, you will enter the word "password" as your password. You will then be prompted to choose a personal password.



Log In to Report or Manage Absences



2. If you have an employee who is out on a leave or who has taken a leave in the past, those leaves will be shown automatically:



3. **New Leave Menu Option**: to file new leave for your employee - click the 'Other EE' option. A list of your direct reports will be shown, simply select the employee and follow the prompts.

